

Volume XVI - Next Steps

Purpose

The purpose of Volume XVI is to highlight the steps you follow after finishing the online portion of the E-Filing application process. The following screenshots and discussion topics will provide you with a preview and a reference for actions to take after you have printed your PDF form.

In this document the following topics will be addressed:

- [Saving and Printing Your E-Filing Submittal](#)
- [Submitting Supporting Documentation - General](#)
- [Required Supporting Documentation by Form](#)
- [Steps to Follow After Printing and/or Saving an Application](#)
- [Actions at Your ASC Appointment](#)
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- [Error / Update on an Application](#)
- [Name Change](#)

Saving and Printing Your E-Filing Submittal

It is very important that you generate, save and/or print copy of your application and confirmation receipt notice.

- Note your receipt number as soon as you arrive at the Confirmation Receipt List page.
 - Click <FINISH> to generate the PDF file, which will contain:
 - The Confirmation Receipt notice; and
 - A completed copy of the online form.
- Once you have reached this page, **your application has been properly submitted.** Write down your receipt number and DO NOT submit the same application unless it is for another benefit.

Once you have reached this page, **your application has been properly submitted.** Write down your receipt number and **DO NOT** submit the same application again unless it is for another beneficiary.

Filing Status	Form	Form Checklist	Certify Forms	Payment	Confirmation
Receipt List					
BCIS Receipt Number					Filing Fee
<u>Classification Code - H2B</u> EAC0480002761					\$ 130.00
Amount Paid:					\$ 130.00
ent Date:					04/08/2004
<p>you for filing your BCIS benefit application electronically. Select the form link to view details for form. Or you can select the Finish button to complete the e-filing process.</p> <p style="text-align: center;">Finish</p> <p>Please read our Secure Site Statement.</p> <p>For assistance or questions regarding this form, please call our National Customer Service Center at 1-800-375-5283 [TDD 1-800-767-1833].</p>					

Do not click the
<FINISH> button
more than once.

~~Both the application and receipt notice should have a receipt bar code that USCIS will use to validate and process the application.~~

Submitting Supporting Documentation - General

- Specific supporting documentation differs by form type.
 - Copies of forms can be found at:
<http://www.uscis.gov/graphics/formsfee/forms/index.htm>
- Read the Instructions section on the front of the form that you printed. There you will determine what supporting documentation is required to be sent with your form.
- Supporting documentation will be sent with one (1) printed Confirmation Receipt notice.
- The supporting documentation must be mailed at your own expense to the USCIS office address at the bottom left of your Confirmation Receipt.

Required Supporting Documentation by Form

In addition to supporting documentation required in the OMB form instructions, E-Filing applicants will be required to submit the following supporting documentation:

- I-821 & I-131 applicants:
 - Send in two (2) hard copy pictures with printed form.
- I-90 applicants:
 - Need to submit I-551 card as supporting documentation if requesting a replacement. Do Not submit the card if requesting a renewal.
- If submitting an I-821, and **you do NOT want an EAD**, you will need to submit two (2) hard copy pictures, but you do not need to make an appointment with an ASC.

No pictures or fingerprints are required for I-140, I-129 & I-539 petitions and/or applications but be sure to read the OMB form instructions for the required supporting documentation.

Steps to Follow After Printing and/or Saving an Application

- If instructed to do so on the Confirmation Receipt notice or in the E-Filing web instructions, call the NCSC to schedule an appointment at an Application Support Center (ASC) as soon as possible after submitting an application.
 - **Call 1-800-375-5283.**
- When calling the NCSC to schedule an appointment at an ASC the USCIS customer service representative should ask for your:
 - Type of application E-Filed;
 - Receipt number; and
 - ASC Fingerprint Code.
- When going to your ASC appointment bring the following:
 - Confirmation Receipt notice;
 - Copy of your printed application; and
 - Valid Identification.

I-131 Form: Application for Travel Document
Confirmation Receipt

BCIS Receipt Number: 118400004182
Concurrent Filing Identification Number: 0000
ASC Fingerprint Code:
Date of Submission: 00/00/2000
First Name: J
Middle Name: J
Family Name: Jones
Organization Name:
Filing Fee: \$ 118.00
Finger Print Fee: \$ 0.00
Total Amount Paid: \$ 118.00
Paid by: Electronic Bank Account Debit

Thank you for filing your BCIS benefit application electronically. Your application will be electronically transmitted to the BCIS location at the address below for processing. You will receive an official Receipt Notice (Form I-797) within 7-10 days by standard mail with the same Receipt Number found at the top of this page.

Next Steps:

- Send supporting documentation to the address below, if required.
 - For information on required supporting documentation for this application, see the BCIS Form Instructions links listed at the following Internet address: <http://www.uscis.gov/uscis/e-filing/forms/instructions/index.htm>
 - DO attach one copy of this Confirmation Receipt as a cover page for the supporting documentation that you are submitting.
 - DO keep the extra copy of the Confirmation Receipt and the copy of the application for your records.
 - DO NOT send a copy of your e-filed application with your supporting documentation.
 - DO NOT include any applications or fees with your supporting documentation for this e-filed application.
 - DO NOT mail photos or copies of identification unless requested to do so by BCIS.
- You must phone the BCIS National Customer Service Center at 1-800-375-5283 (TTY: 1-800-767-1833) to schedule an appointment with your local Application Support Center. You will need your BCIS Receipt Number and ASC Fingerprint Code to schedule the appointment.
 - The Application Support Center will collect a digital photograph, signature, and fingerprint from you at your appointment.
 - Please bring a copy of your e-filed application and this confirmation receipt with you to your appointment at the Application Support Center.
 - **YOUR APPLICATION CANNOT BE PROCESSED UNTIL YOU HAVE APPEARED FOR YOUR APPOINTMENT AT THE APPLICATION SUPPORT CENTER.**

Please mail in any supporting documentation to this address:

U.S. Mail:
NEBRASKA SERVICE CENTER
Attn: E-Filed I-131
P.O. BOX 87373
Lincoln, NE 68501-0373

For assistance or questions regarding your application, you may call our National Customer Service Center at 1-800-375-5283 (TTY: 1-800-767-1833). For the status of your application, you can use the BCIS web site at <http://www.uscis.gov>.

SENSITIVE BUT UNCLASSIFIED

Confirmation Receipt Number / Barcode

CIS Office Address

Actions at Your ASC Appointment

All I-90 and I-765 applicants and most I-821 applicants will have to go to an ASC.

- Biometrics will be taken:
 - Fingerprints; and
 - Photographs; and
 - Electronic Signatures.
- USCIS will match this information to pending E-Filed applications.

I-797 Notice of Action

The I-797 is the official notice that the USCIS processing location will send to you to confirm that they successfully received your E-Filed application.

You should receive your I-797 (Notice of Action) within 5 to 10 days of E-Filing your submission.

Error / Update on an Application

To make changes or updates to your application, write to your Service Center and refer to your Confirmation Receipt notice for the address.

Do Not submit another E-Filing application to correct mistakes on a previously E-Filed application.

- The letter should contain your Confirmation Receipt number.
 - Explain what is on the application currently and how you would like it changed or updated.
- The Service Center will receive the letter and place it with your file.

Name Change

- Your USCIS office will contact you IF they require additional documentation to support the change on the application.
 - For example, you might need to provide your USCIS office with proof of a legal name change, such as a marriage license.
- The name provided on an application will be the name printed on the benefit card.
- If you want a name change **DO NOT** request a name change at the ASC and **DO NOT** submit another E-Filing application.